



King County

King County
Department of Community and Human Services
Community Services Division
Housing and Community Development Program

King County

Guidelines

FOR THE

Consolidated Homeless Grant

Effective January 1, 2016

(As revised: July 26, 2016)

(Revisions to: Section 7.6, Appendix C and Appendix I)

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1 Grant Basics

1.1 Overview

The Consolidated Homeless Grant (CHG) provides resources to assist people who are experiencing homelessness obtain and maintain housing stability. Grantees and subgrantees must prioritize unsheltered homeless households for assistance and services.

1.2 Authorizing Statute

Chapter [RCW 43.185c](#) Homeless Housing and Assistance

2 Administrative Requirements

2.1 Changes to Guidelines

King County may revise the Guidelines at any time. All subgrantees will be sent revised copies. Subgrantees are responsible for implementing revisions in a timely manner.

2.2 Monitoring

King County will monitor subgrantees' CHG grant activities. Subgrantees will be given a minimum of 14 days' notice unless there are special circumstances that require immediate attention. The notice will specify the monitoring components.

2.3 Budget Revisions

Budget Revision Requests must be submitted in writing and approved by King County.

An amendment is required when revisions (in one or cumulative transfers) reach more than 10 percent of the grant total.

3 Allowable Interventions

3.1 Temporary Housing Interventions for Homeless Households

Temporary housing is housing which the household must leave at the end of the program.

3.1.1 Overnight Drop-in Shelter

Overnight Drop-in Shelter is a facility-based, night-by-night living arrangement that allows clients to enter and exit on an irregular or daily basis. This does not include day-only shelters.

3.1.2 Continuous-stay Shelter

Continuous-stay Shelter includes facility-based housing or hotel/motel vouchers where households have a room or bed assigned to them for up to 90 days.

3.1.3 Interim Housing

Interim housing is facility-based housing where households have a room or bed assigned to them for more than 90 days and up to 24 months.

3.2 Permanent Housing Interventions for Homeless Households

Permanent housing is housing in which the household may stay as long as they meet the basic obligations of tenancy.

3.2.1 Rapid Re-Housing

Rapid Re-Housing (RRH) quickly moves households from homelessness into permanent housing by providing temporary rent subsidies and housing-focused case management. The services are time-limited, not to exceed 24 months, and the household does not have to leave when services end.

3.2.2 Permanent Supportive Housing

Permanent Supportive Housing (PSH) is subsidized, non-time-limited housing with support services for homeless households that include a household member with a permanent disability. Support services must be made available but participation is voluntary. PSH may be provided as a rent assistance (scattered site) or facility-based model. The services and the housing are available permanently.

3.2.3 Permanent Supportive Housing for Chronically Homeless

Permanent Supportive Housing for Chronically Homeless is PSH (as defined in paragraph 3.2.3 above) that serves individuals or households with an adult head of household that meet the definition of chronically homeless from 24 CFR 578.3, as follows:

- (i) A homeless individual with a disability; who:
- (ii) Lives in a place not meant for human habitation, a safe haven, or in an

- emergency shelter; and
- (iii) Has been homeless and living as described in paragraph (ii) of this definition continuously for at least 12 months or on at least 4 separate occasions in the last 3 years, as long as the combined occasions equal at least 12 months and each break in homelessness separating the occasions included at least 7 consecutive nights of not living as described in paragraph (ii). Stays in institutional care facilities for fewer than 90 days will not constitute as a break in homelessness, but rather such stays are included in the 12-month total, as long as the individual was living as described in paragraph (ii) immediately before entering the institutional care facility.

3.3 Permanent Housing Intervention for Households at Imminent Risk of Homelessness

Permanent housing is housing in which the household may stay as long as they meet the basic obligations of tenancy.

3.3.1 Targeted Prevention

Targeted Prevention resolves imminent homelessness with temporary rent subsidies and housing-focused stabilization services. The services are time-limited, not to exceed 90 days for most households, and the household does not have to leave when services end.

4 Household Eligibility

A household is one or more individuals seeking to obtain or maintain housing together. The entire household is considered for eligibility determination and services. A household does not include friends or family that are providing temporary housing.

Eligible households must meet both housing status and income requirements as detailed in the following sections.

ELIGIBILITY REQUIREMENTS				
Intervention	Time Limit	Housing Status	Income Eligibility at Enrollment	Income Recertification (at 90 days, and every 90 days thereafter)
Overnight Drop-in Shelter	No requirement	Homeless	No requirement	No requirement
Continuous-stay Shelter	Up to 90 days for most households	Homeless	Income Eligibility waived for 90 days	At or below 30% AMI
Interim Housing	Up to 24 months	Homeless	Income Eligibility waived for 90 days	At or below 30% AMI
Rapid Re-Housing	Up to 24 months	Homeless	Income Eligibility waived for 90 days	At or below 30% AMI
PSH	No time limit	Homeless and a HH member with a permanent disability	At or below 30% AMI	None
PSH for Chronically Homeless	No time limit	Homeless and an adult HH member with a permanent disability and chronically homeless	At or below 30% AMI	None
Targeted Prevention	Up to 90 days for most households	At imminent risk of homelessness	At or below 30% AMI	N/A
HEN Rent Assistance	No time limit	Homeless <u>or</u> At imminent risk of homelessness	DSHS HEN Referral	DSHS HEN Referral and at or below 30% AMI
HEN Essential Needs Assistance	No requirement	DSHS HEN Referral	DSHS HEN Referral	DSHS HEN Referral and at or below 30% AMI

4.1 Housing Status Eligibility

4.1.1 Homeless

Households are homeless if they are unsheltered, residing in a temporary housing program, or fleeing domestic violence as defined below.

4.1.1.1 Unsheltered Homeless

- ✓ A primary nighttime residence that is not designed for, or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or campground; or

4.1.1.2 Sheltered Homeless

- ✓ Living in a temporary housing program including shelters, transitional or interim housing, and hotels and motels paid for by charitable organizations or government programs.
- ✓ One or more household members are exiting a system of care or institution where he or she resided for 90 days or less AND who resided in an emergency shelter or place not meant for human habitation immediately before entering that system of care or institution and have no available housing options after exiting:
 - Psychiatric hospital or other psychiatric facility,
 - Substance abuse treatment facility or detox center,
 - Hospital (non-psychiatric),
 - Jail, prison, or juvenile detention facility, or
 - Foster care home or foster care group home.

4.1.1.3 Fleeing Domestic Violence

- ✓ Fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, human trafficking, or other dangerous or life-threatening conditions that relate to violence against the household member(s), including children, that have either taken place within the household's primary nighttime residence or has made the household member(s) afraid to return to their primary nighttime residence; has no other residence; and lacks the resources or support networks, e.g. family, friends, and other faith-based or other social networks, to obtain other permanent housing.

4.1.2 At Imminent Risk of Homelessness

Households are at imminent risk of homelessness if they will lose their primary nighttime residence within 14 days of the date of application for assistance, AND no subsequent residence has been identified, AND the household lacks the resources or support networks needed to obtain other permanent housing.

Households at imminent risk of homelessness are eligible only for targeted prevention services as described in paragraph 3.3.1 above.

4.2 Documentation of Housing Status

Subgrantees must verify and document eligible housing status prior to program entry. See Appendix D: Documentation of Housing Status for details.

Households entering an Overnight Drop-in Shelter or Continuous-stay Shelter are exempt from housing status requirements.

The CHG Verification of Housing Status form and housing status documentation must be kept in the client file. Documentation must be dated within 30 days.

4.3 Income Eligibility

Income is money that is paid to, or on behalf of, any household member. Income includes the current gross income (annualized) of all adult (18 years and older) household members and unearned income attributable to a minor. Income eligibility determinations are based on the household's income at the time they are seeking assistance. Annual income is the amount anticipated to be received during the 12-month period following the eligibility determination date.

Income inclusion and exclusions are found in Appendix E: Income Inclusions and Exclusions.

The combined household income must not exceed 30 percent of area median income as defined by HUD. Income limits are based on Area Median Income (AMI) which can be located for each county at: www.huduser.gov (Data Sets, Income Limits).

HUD anticipates that the 2016 income limits will be published in February, 2016.

2015 Income Limits for King County

Effective January 1, 2015

Household Size	1	2	3	4	5	6	7	8
Extremely Low (30%)	18,850	21,550	24,250	26,900	29,100	32,570	36,730	40,890

The following are exempt from income eligibility requirements for the first 90 days of program participation:

- ✓ Households entering Interim Housing.
- ✓ Homeless households entering a Rapid Re-Housing program.

Income eligibility is never required for Overnight Drop-in Shelter or Continuous-stay Shelter¹.

For all clients receiving HEN services, the HEN Referral from DSHS as documented in the

¹ If a household stays longer than 90 days, Interim Housing eligibility is required.

Benefits Verification System (BVS) is required.

For all clients receiving TANF income, documentation of TANF enrollment is required upon entering a Rapid Re-Housing or other program providing rental assistance (or at beginning of rental subsidy).

4.4 Documentation of Income Eligibility

Subgrantees must verify and document income eligibility prior to program entry. The following are exempt from income eligibility documentation requirements for the first 90 days of program participation:

- ✓ Households entering Interim Housing.
- ✓ Homeless households entering a Rapid Re-Housing program.

Except that subgrantees providing rental assistance must document TANF enrollment at intake (or at beginning of rental subsidy) for any clients that are on TANF at that time.

Income documentation is never required for Overnight Drop-in Shelter or Continuous-stay Shelter².

The CHG Verification of Income Eligibility and Recertification Form, all allowable income documentation, and the CHG Income Eligibility Worksheet (or equivalent) must be kept in the client file. Documentation dated within 30 days is acceptable.

Households that have no income are required to complete a CHG Self-Declaration Form.

4.4.1 Annualizing Wages and Periodic Payments

Use the CHG Income Eligibility Worksheet (or equivalent) to calculate income based on hourly, weekly, or monthly payment information. Add the gross amount earned in each payment period that is documented and divide by the number of payment periods. This provides an average wage per payment period. Depending on pay periods used by the employer or the schedule of periodic payments, the following calculations convert the average wage into annual income:

- ✓ Hourly wage multiplied by hours worked per week multiplied by 52 weeks.
- ✓ Weekly wage multiplied by 52 weeks.
- ✓ Bi-weekly (every other week) wage multiplied by 26 bi-weekly periods.
- ✓ Semi-monthly wage (twice a month) multiplied by 24 semi-monthly periods.
- ✓ Monthly wage multiplied by 12 months.

² If a household stays longer than 90 days, Interim Housing eligibility is required.

The CHG Income Eligibility Worksheet is not required for households that have no income.

4.5 Income Recertification

Subgrantees must document recertification of household income eligibility at least every three months using the CHG Verification of Income Eligibility and Recertification Form.

4.5.1 Income Ineligible at Recertification

If households are determined income ineligible, they may remain in the program for an additional three months. Case management may continue for an additional six months after the determination of income ineligibility to support the household transition to self-sufficiency.

If the household is no longer eligible for the HEN program, the three additional months of rent assistance cannot be charged to HEN but may be charged to the CHG base funding. See Appendix F: Overview of HEN Eligibility at Enrollment and Recertification.

4.6 Eligibility Requirements for Essential Needs Assistance Only

For clients receiving Essential Needs (EN) assistance only, the HEN Referral from DSHS as documented in the Benefits Verification System (BVS) is the only eligibility requirement.

4.7 Additional Eligibility Requirements for Permanent Supportive Housing

To be eligible for permanent supportive housing, a household must be homeless AND include at least one adult who has a disability that is expected to be long-continuing or of indefinite duration and substantially impedes the adult's ability to live independently.

Disability includes: a physical, developmental, mental, or emotional impairment, including impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury. A person will also be considered to have a disability if he or she has Acquired Immune Deficiency Syndrome (AIDS) or any conditions arising from the etiologic agent for 86 Acquired Immune Deficiency Syndrome, including infection with the Human Immunodeficiency Virus (HIV).

4.7.1 Documentation of a Disability

Subgrantees must verify and document the disability prior to program entry. Acceptable documentation of the disability must include one the following:

- ✓ Written verification of the disability from a professional licensed by the state to diagnose and treat the disability and his or her certification that the disability is expected to be long continuing or of indefinite duration and substantially impedes the individual's ability to live independently.
- ✓ Written verification from the Social Security Administration.

- ✓ Disability check receipt (Social Security Disability Insurance check or Veteran Disability Compensation).
- ✓ Other documentation approved by King County.

If unable to document disability at program entry with the above methods, program staff must record observation of disability. Required documentation (above) must be obtained within 45 days of program enrollment.

4.7.2 Documentation of Chronic Homelessness

This requirement applies only for subgrantees whose contract or funding requires that they serve chronically homeless. These subgrantees must verify and document the length of time homeless prior to program entry using the CHG Verification of Disability and/or Length of Time Homeless form. This form along with the backup documentation must be kept in the client file. Acceptable documentation of length of time homeless must include at least one the following (in order of priority):

- ✓ Written verification from a third party.
- ✓ Intake worker observations.
- ✓ Self certification from the person seeking assistance.

Records contained in HMIS or comparable database used by victim service or legal service providers are acceptable evidence of third-party documentation and intake worker observation.

4.7.3 Maintaining Homeless Status for Permanent Housing

While receiving Rapid Re-Housing assistance, households maintain their homeless status for purposes of eligibility for other permanent housing placements.

4.8 Definition of Households with Minor Children

Households with minor children include:

- ✓ Persons who are pregnant or have one or more children under the age of 18.
- ✓ Homeless families whose only children are at or over the age of 18 and under the age of 21 may qualify for assistance if:
 - The adult children are living with the applicant household, and
 - They can provide proof that the adult children are enrolled in high school or equivalent.
- ✓ Pregnant or parenting youth under the age of 18 may qualify as independent families if they are legally emancipated or reside in DSHS licensed or approved facilities.

Children temporarily absent from the home may be counted as household members. A household whose only children are temporarily absent from the home may participate in the program when there is a documented likelihood that a child will be returned to their custody.

5 Allowable Expenses

5.1 Administration

Allowable administrative costs are those costs that benefit the organization as a whole. They may include the following: executive director/accounting/human resources/IT salaries, benefits, office supplies and equipment (up to \$1,000 per grant period unless approved in advance by King County) associated with these positions; general organization insurance; organization wide audits; board expenses; organization-wide membership fees and dues; and Washington State Quality Award (WSQA) expenses. This list is not all-inclusive.

General agency facilities costs (including those associated with executive positions) are also allowable administrative expenses. They include the following: rent, depreciation expenses, and operations and maintenance costs such as janitorial and utilities. This list is not all-inclusive.

Administrative and facilities expenses must be supported by actual expenditures. If actual expenditures exceed the budget, they may be charged in equal monthly amounts. These costs must be charged to grant cost centers by one of the following three methods:

- ✓ Billed directly such as IT services that are billed by the hour.
- ✓ Allocated directly by means of a cost allocation plan. If the cost is related to executive personnel such that a direct relationship between the cost and the benefit cannot be established, the cost must be charged indirectly by use of an indirect cost rate which has been appropriately negotiated with an approved cognizant agency or by use of the 10% de minimus rate.
- ✓

5.2 Program Costs

5.2.1 Program Costs

- ✓ Intake and assessment, including time spent assessing a household, whether or not the household is determined eligible.
- ✓ Housing Stability Services. This includes developing an individualized housing and

service plan, monitoring and evaluating household progress, identifying creative and immediate housing solutions outside of the traditional homeless service system (diversion), [SSI/SSDI Outreach, Access, and Recovery \(SOAR\)](#), and assuring that households' rights are protected.

- ✓ Housing Search and Placement Services. This includes services or activities designed to assist households in locating, obtaining, and retaining suitable housing, tenant counseling, assisting households to understand leases, inspections, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and mediation and outreach to property owners/landlords related to locating or retaining housing.
- ✓ Outreach services.
- ✓ Optional support services for individuals in permanent supportive housing, including case management and connections to resources.
- ✓ Data collection and entry.
- ✓ Salaries/benefits for program staff.
- ✓ Salaries/benefits to monitor subgrantees (or can be charged in Administration).
- ✓ Staff costs to issue rent assistance. This cost is not for case management activities, but is associated only with the appropriate portion of salary and benefits of the bookkeeper who issues checks to landlords, utility companies or paying hotel or motel bills on behalf of a household assisted under this grant.
- ✓ Office space, utilities, supplies, equipment (up to \$1,000 per grant period unless approved in advance by King County), telephone, internet, and training/conferences/travel/per diem.
- ✓ General liability insurance and automobile insurance.
- ✓ Other costs as approved in advance by King County.

5.2.2 Flexible Funding

Flexible Funding is used for the provision of goods or payments of expenses that directly help a household to obtain or maintain permanent housing. Homeless households are eligible for Flexible Funding up to \$1,500 per household. Households at imminent risk of homelessness are not eligible for Flexible Funding.

Payments must be noted in the household's housing stability plan. Flexible Funding payments must be paid directly to a third party on behalf of the household. Flexible Funding is for items such as:

- ✓ Expenses necessary for obtaining/maintaining permanent housing (such as document fees, legal fees, fines accrued as a result of housing crisis, reasonable moving costs such as truck rental, conventional mattresses, toiletries, and cleaning supplies).
- ✓ Expenses associated with increasing income (such as work shoes or uniform required for employment, and licensing or certification costs required for employment).
- ✓ Items necessary for life or safety to address an emergency need (such as food,

- ✓ baby formula, diapers, and winter clothing).
- ✓ Costs of travel to permanent housing, when permanent housing has been identified.
- ✓ Other expenses as approved in advance by King County.

5.2.2.1 Ineligible Expenses

- ☒ Retailer or merchant gift cards, vouchers, or certificates.
- ☒ Moving costs related to reuniting households with family members is not eligible unless the participant can live with the family member permanently.

5.2.3 HEN Essential Needs

HEN Essential Needs includes:

- ✓ Personal health and hygiene items such as toothpaste, shampoo, and toilet paper.
- ✓ Household supplies such as laundry and dish soap, light bulbs, and batteries.
- ✓ Bus passes, limited transportation.
- ✓ Laundry tokens (unused tokens cannot be exchanged for cash at the laundromat.)
- ✓ Automobile fuel vouchers. Grantees need to ensure that the vouchers cannot be exchanged for cash and they should be in limited/reasonable quantities.

5.2.3.1 Ineligible Expenses

- ☒ Retailer or merchant gift cards, vouchers, or certificates.

5.3 Rent

Rent Payments and Other Housing Costs must be paid directly to a third party on behalf of the household.

5.3.1 Rent Payments³

- ✓ Monthly rent and any combination of first and last months' rent. Rent may only be paid one month at a time, although rental arrears, pro-rated rent, and last month's may be included with the first month's payment.
 - Monthly rent is not time-limited for HEN households or households in a PSH program.
 - For all other households and programs, rent assistance is limited to 24 months per episode.

³ Non-HEN rent payments made to for-profit entities must have the following documentation of ownership status on file (does not necessarily have to be in the client file):

- Copy of lease/rental agreement
- Proof of payment
- Print-out from County parcel website
- Print-out from IRS non-profit search, if applicable

- ✓ Rental arrears for up to three months. Rental arrears may be paid if the payment enables the household to obtain or maintain permanent housing. If funds are used to pay rental arrears, arrears must be included in determining the total period of the household's rental assistance.
Note that rental arrears can be paid on behalf of a household receiving an on-going subsidy from another public program (e.g. Section 8) because it represents a different time period and cost type than the rental subsidy.
- ✓ Lot rent for RV or manufactured home.
- ✓ Costs of parking spaces when connected to a unit.
- ✓ Landlord incentives.
- ✓ Security deposits for households moving into new units. Any security deposit payments greater than two months' rent must be pre-approved by King County, and cannot be paid from federal funds.
- ✓ Hotel/Motel expenses for up to 90 days if unsheltered households are actively engaged in housing search and no other shelter option is available.
- ✓ Temporary absences. If a household must be temporarily away from the unit, but is expected to return (such as temporary incarceration, hospitalization, or residential treatment), subgrantees may pay for the household's rent for up to 60 days and charge the grant for eligible costs. While a household is temporarily absent, he or she may continue to receive case management. Any temporary absence must be documented in the client file.
- ✓ CHG rent/utility assistance may be used for move-in costs including deposits and first months' rent for subsidized housing (where household's rent is adjusted based on income), including project- or tenant-based housing.⁴

5.3.2 Other Housing Costs

- ✓ Utility payments for households also receiving rental assistance.
- ✓ Utility arrears (see utility-only assistance below) for up to three months. Utility arrears may be paid if the payment enables the household to obtain or maintain permanent housing. If funds are used to pay utility arrears, arrears must be included in determining the total period of the household's financial assistance.
Note that utility arrears can be paid on behalf of a household receiving an on-going subsidy from another public program (e.g. Section 8) because it represents a different time period and cost type than the rental subsidy.
- ✓ Utility-only assistance (including arrears) can be provided when no other [utility assistance](#), such as [LIHEAP](#), is available to prevent a shut-off, and documented using the Utility-Only Assistance Form.
- ✓ Utility deposits for a household moving into a new unit.
- ✓ Application fees, background, credit check fees, and costs of urinalyses for drug testing of household members if necessary/required for rental housing.
- ✓ Other costs as approved by King County.

⁴ In this context tax credit units are not considered subsidized housing.

5.3.3 Ineligible Expenses

- ☒ Ongoing rent/utilities for subsidized housing.
- ☒ CHG rent and rent/utility assistance in combination with CHG-funded facility support.
- ☒ Phone, cable, satellite or internet deposits or services.
- ☒ Mortgage assistance.
- ☒ Financial assistance to a program participant who is receiving the same type (as listed in the bullet points 5.3.1 and 5.3.2 above) of assistance through other public sources (either full or partial subsidy).

5.4 Facility Costs

5.4.1 Lease Payments⁵

- ✓ Lease or rent payment on a building used to provide temporary housing or permanent supportive housing.
- ✓ Hotel/Motel expenses for less than 90 days when no suitable shelter bed is available.
- ✓ Move-in costs for permanent housing including: rent, security deposits, and first month's rent.

5.4.2 Other Facility Costs

- ✓ Utilities (gas /propane, phone, electric, internet, water and sewer, garbage removal).
- ✓ Maintenance (janitorial/cleaning supplies, pest control, fire safety, materials and contract or staff maintenance salaries and benefits associated with providing the maintenance, mileage for maintenance staff).
- ✓ Security and janitorial (salaries and benefits associated with providing security, janitorial services).
- ✓ Essential facility equipment and supplies (e.g. common-use toiletries, food served in shelters, bedding, mats, cots, towels, microwave, etc.)
- ✓ Expendable transportation costs directly related to the transportation of eligible households (bus tokens and fuel for a shelter van).
- ✓ On-site and off-site management costs related to the building.
- ✓ Facility specific insurance (mortgage insurance is not allowable) and accounting.
- ✓ Move-in costs for permanent housing including: application fees, background check fees, credit check fees, utility deposits, and costs of urinalyses for drug

⁵ Non-HEN rent payments made to for-profit entities must have the following documentation of ownership status on file (does not necessarily have to be in the client file):

- Copy of lease/rental agreement
- Proof of payment
- Print-out from County parcel website
- Print-out from IRS non-profit search, if applicable

- testing of household members if necessary/required for housing.
- ✓ Other expenses as approved by King County.

5.4.3 Ineligible Expenses

- ☒ Replacement or operating reserves.
- ☒ Debt service.
- ☒ Construction or rehabilitation of shelter facilities.
- ☒ CHG facility support in combination with CHG funded rent and rent/utility assistance.
- ☒ Mortgage payment for the facility.
- ☒ Cable television service.

5.4.4 Maintenance Activities vs. Building Rehabilitation

Maintenance activities associated with a building are allowable facility support expenses; building rehabilitation and capital improvements are not.

Building rehabilitation and capital improvements typically include those items that are done building-wide or affect a large portion of the property such as roof replacement, exterior/interior common area painting, major repairs of building components, etc.

Maintenance activities include cleaning activities; protective or preventative measures to keep a building, its systems, and its grounds in working order; and replacement of existing appliances or objects that are not fixtures or part of the building (see examples in table below.) Maintenance activities should fix, but not make improvements that would add value to the building.

Maintenance activities do not include the repair or replacement of fixtures or parts of the building. A fixture is an object that is physically attached to the building and cannot be removed without damage to the building. Fixtures also include but are not limited to kitchen cabinets, built in shelves, toilets, light fixtures, staircases, crown molding, sinks and bathtubs. Maintenance activities do not include systems designed for occupant comfort and safety such as HVAC, electrical or mechanical systems, sanitation, fire suppression, and plumbing.

ALLOWABLE MAINTENANCE EXPENSES		
Cleaning Activities	Protective or Preventative Measures to Keep a Building, its Systems, and its Grounds in Working Order	Replacing Existing Appliances or Objects That Have Broken or are Clearly Past Their Useful Life, are Not Fixtures or Part of the Building (See above for definition of “fixtures.”)
<ul style="list-style-type: none"> • Cleaning gutters and downspouts • Lawn and yard care (mowing, raking, weeding, trimming/pruning trees and shrubs) • Cleaning a portion of interior or exterior of building, including graffiti removal • Washing windows • Litter pick up and trash collection • Removing snow/ice • Unclogging sinks and toilets 	<ul style="list-style-type: none"> • Fixing gutters • Mending cracked plaster • Patching roof • Caulking, weather stripping, re-glazing. • Replacing a broken window or screen • Reapplication of protective coatings • Fixing plumbing leaks • Repainting previously painted surface (including limited scraping)* • Waterproofing (sealant) • Servicing and maintenance of mechanical systems • Replacing a carpet square or patching carpet • Fixing alarm systems • Installing temporary fencing 	<p>Replacing:</p> <ul style="list-style-type: none"> • Kitchen appliances where removal would not cause any damage (for example dishwashers, stoves, refrigerators) • Light bulbs • Washing and drying machines • Air filters • Furniture
* Non-destructive methods only (e.g., no sandblasting or high pressure spraying).		

6 Requirements of all Subgrantees

6.1 Progressive Engagement

Subgrantees must employ a progressive engagement (PE) service model in both facility-based (Overnight Drop-in and Continuous-stay Shelters, Interim Housing) and rent assistance programs. PE includes the following requirements:

- ✓ Services are individualized and responsive to the needs of each household.
- ✓ Initial assessment and services address the immediate housing crisis with the minimal services needed.
- ✓ Frequent re-assessment determines the need for additional services.
- ✓ Supportive services should be voluntary and build on the strengths and resources of each household, respecting their autonomy.
- ✓ Households must be exited to housing as soon as possible.
- ✓ Having already received assistance must not negatively impact a household's eligibility if they face homelessness again.

While providing targeted prevention or rapid re-housing assistance to a household; the subgrantee must require* the program participant to meet with a case manager not less than once per month to assist the household in ensuring long-term housing stability.

*The subgrantee is exempt from the requirement for monthly meetings if the household is fleeing domestic violence, or in cases where the subgrantee is prohibited by state or federal law from making its shelter or housing conditional on the participant's acceptance of services.

6.2 Assessment and Housing Stability Planning

Subgrantees must assess each household's housing needs and facilitate planning with the goal of obtaining or maintaining housing stability. Housing stability planning must be housing-focused and client-driven. Assessments and housing stability planning must be documented.

Assessments and housing stability planning are not required for Overnight Drop-in Shelters.

For households in a rapid re-housing program, re-assessment must be done at least every three months from the beginning of the rental subsidy, or more frequently. The re-assessment must be used to establish continued eligibility and amount of continued subsidy based on the rental assistance model of the program. The re-assessment form must include at least these elements:

- Length of subsidy period to date
- Household income as a percentage of Area Median Income
- Rent to income ratio

- Whether there is adequate progress on housing stability and income goals
- Whether the head of household or primary wage earner has experienced a recent change in circumstances that is impacting their income or ability to work.
- Whether the household lacks sufficient resources and support networks necessary to retain housing without financial assistance.

6.3 HMIS

Subgrantees must enter accurate client data into the Homeless Management Information System (HMIS). Additionally, in counties where the CHG lead grantee is a local government, all programs funded with local document recording fees must enter client data in HMIS.

6.3.1 Data Entry Timeliness

For all counties, data must be entered into the local HMIS for the complete month within five (5) business days following the end of each month.

6.3.2 Consent for Entry of Personally Identifying Information

6.3.2.1 Identified Records

- ✓ Clients must provide informed consent for their inclusion of personally identifying information prior to this information being entered into HMIS. All adult members of the household must provide informed consent.
- ✓ Client consent must be documented with a signed copy of the form “Client Release of Information and Informed Consent” except when only telephonic consent has been received.

6.3.2.2 Anonymous Records

The following types of records must be entered anonymously:

- ✓ Households entering a domestic violence program or currently fleeing or in danger from a domestic violence, dating violence, sexual assault, human trafficking or a stalking situation.
- ✓ Minors (under the age of 18) entering programs independently (without a parent or guardian).
- ✓ If one household member does not consent, all household members must be entered anonymously.
- ✓ If a funder requires a program to report the HIV/AIDS status.

6.3.2.3 Special Circumstances

If the reporting of the HIV/AIDS status of clients is not specifically required, the HIV/AIDS status must not be entered in HMIS.

6.4 Additional Requirements of all Subgrantees

6.4.1 Client File Check List

Subgrantee must create a client file checklist to record the contents of each client file. All documentation listed in Appendix B, King County CHG Client File Checklist and Required Documentation for the type of service provided must be included on this checklist and in the client file (see Appendix B).

Overnight drop in shelters are not required to have a client file checklist. HMIS informed consent forms and documentation of annual habitability inspection are required. (See sections 6.3.2, 6.6.2 and Appendix B).

6.4.2 Consent to Review Information in the Benefits Verification System

All household members must provide informed consent for subgrantees to review confidential information in the Benefits Verification System (BVS) on the form **DSHS 14-012(x)(REV 02/2003)**. See Appendix G: Benefits Verification System and eJAS Data Security Requirements for more information.

6.4.3 Fraud

Subgrantees must inform King County if CHG funds are spent on ineligible clients or expenses.

6.4.4 Grievance Procedure

Subgrantees must have a written grievance procedure for households seeking or receiving services which includes the household's right to review decisions and present concerns to program staff not involved in the grievance.

This procedure must:

- ✓ Clearly describe how households can request a review or report concerns.
- ✓ Be accessible to all households seeking or receiving services.

6.4.5 Termination and Denial of Service Policy

Subgrantees must have a termination and denial policy.

This policy must:

- ✓ Describe the reasons a household would be denied services and/or terminated from program participation.
- ✓ Describe the notification process.
- ✓ Ensure households are made aware of the client grievance procedure.

6.4.6 Records Maintenance and Destruction

Subgrantees must maintain records relating to this grant for a period of six years following the date of final payment.

Paper records derived from HMIS which contain personally identifying information must

be destroyed within seven years after the last day the household received services from the subgrantee.

6.4.7 Prohibitions

- ✓ Subgrantee may not require clients to participate in a religious service as a condition of receiving program assistance.
- ✓ Subgrantees may not deny housing or housing related services based on the household's inability to pay.

6.4.8 Nondiscrimination

Subgrantees must comply with all federal, state, and local nondiscrimination laws, regulations and policies.

Subgrantees must comply with the Washington State Law Against Discrimination, RCW 49.60, as it now reads or as it may be amended. RCW 49.60 currently prohibits discrimination or unfair practices because of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

6.4.9 Client Satisfaction Survey

Subgrantees must provide each household funded with CHG rent or facility assistance a *Client Satisfaction Survey* in at least one of the following ways:

- ✓ Provide the Survey Monkey link and encourage a household representative to complete the survey on-line. <https://www.surveymonkey.com/r/3BGJMQP>.
- ✓ Provide a hard copy of the survey questions to a household representative. Program staff can enter the results into the Survey Monkey on client's behalf.
- ✓ Clearly post the Survey Monkey link in a common area frequented by households.
- ✓ Subgrantees with existing participant satisfaction measurement processes can opt-out of the above, and must send results of the participant satisfaction to King County annually.

6.5 Habitability

6.5.1 For Rent Assistance

Documented habitability is required for all housing units into which households will be moving, (except when a household moves in with friends or family and there are no federal funds in the subgrantee contract). Housing units must be documented as habitable prior to paying the rent subsidy and information kept in the client file.

Habitability can be documented by inspection or (if there are no federal funds in the contract) by the Landlord Habitability Standards Certification Form. Both methods are

valid for the length of time the household is a tenant in the housing unit. If the housing unit is provided to a different household within 12 months of documented habitability, an additional certification/inspection is not required.

6.5.1.1 Allowable Methods for Unit Habitability Determination

Inspections: Subgrantees may use either the CHG Housing Habitability Standards (HHS) form or the HUD Housing Quality Standards (HQS) form.

OR

If there are no federal funds in the subgrantee contract, the Subgrantee may choose to use the CHG Landlord Habitability Standards Certification Form in lieu of housing inspection. This form references the state Landlord Tenant Act (RCW 59.18.060) and requires the landlord (as defined in RCW 59.18.030) to certify that the unit meets the safety and habitability standards detailed in the law. The landlord's failure to comply with the law may result in termination of the rent subsidy.

Documentation of inspection or habitability certification must be kept in the client file.

6.5.1.2 Habitability Complaint Procedure

Subgrantee must have written procedures describing the response to complaints regarding unit safety and habitability.

This procedure must include:

- ✓ The method of informing each household of the habitability complaint process.
- ✓ Assurances that complaints regarding their housing unit's safety and habitability will not affect the household's program eligibility.
- ✓ Mandatory inspection when a complaint is reported using the HHS form, HQS form, or documenting the specific complaint in an alternate format that includes follow-up and resolution.

6.5.2 For Facilities

All facilities must conduct and document an inspection at least once a year using the HHS form or HQS form.

6.6 Lead Based Paint Assessment

To prevent lead poisoning in young children, subgrantees must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R.

A visual assessment must be conducted on an annual basis thereafter (as long as assistance is provided.) Visual assessments must be conducted by a HUD-Certified Visual Assessor and must be documented on the HQS or HHS and maintained in the client file.

For a guide to compliance see Appendix H: Lead Based Paint Visual Assessment

Requirements.

6.6.1 For Rent Assistance

A lead-based paint visual assessment must be completed prior to providing rapid re-housing or prevention rent assistance if a child under the age of six or pregnant woman resides in a unit constructed prior to 1978.

6.6.2 For Facilities

All facilities constructed prior to 1978 must conduct an annual lead-based paint visual assessment which is documented on the HQS or HHS, and readily accessible for review.

6.6.3 Exceptions to the Lead-Based Paint Visual Assessment Requirement

Visual assessments are not required under the following circumstances:

- ✓ Zero-bedroom or SRO-sized units;
- ✓ X-ray or laboratory testing of all painted surfaces by certified personnel has been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint;
- ✓ The property has had all lead-based paint identified and removed in accordance with HUD regulations;
- ✓ The unit has already undergone a visual assessment within the past 12 months – obtained documentation that a visual assessment has been conducted; or
- ✓ It meets any of the other exemptions described in 24 CFR Part 35.115(a).

If any of the circumstances outlined above are met, subgrantees must include the information in the client file.

7 Additional Requirements of Subgrantees Providing Rent Assistance

7.1 Interested Landlord List

Subgrantees must distribute information about Housing Search Northwest to all households offered rent assistance.

7.2 Outreach to Landlords

Subgrantees must conduct and document outreach to private rental housing landlords about opportunities to provide rental housing to people experiencing homelessness. This requirement may be met through partnerships with other service providers.

7.3 Washington Residential Landlord-Tenant Act

Subgrantees must provide information on the Washington Residential Landlord Tenant Act (RCW 59.18) to households receiving rent assistance.

For more information on this law visit Washington Law Help, housing page, tenant rights at www.washingtonlawhelp.com.

7.4 Rental Agreements

Client files must contain the following if rent assistance is paid on their behalf:

- Rental Subsidy Agreement between the subgrantee and landlord; and
- One of the following:
 - Lease; or
 - Certification of Payment Obligation (only allowed for HEN or if no federal funds in subgrantee contract)

7.4.1 Rental Subsidy Agreement

Rapid Re-Housing Subgrantees may make rental assistance payments only to an owner with whom the subgrantee has entered into a Rental Subsidy Agreement. The Rental Subsidy Agreement must set forth the terms under which rental assistance will be provided, including:

- Maximum length of subsidy period,
- Maximum amount or percentage of rental assistance that the household may receive,
- Maximum number of months that the household may receive rental assistance.
- Any requirements that the household share in the costs of the rent.

The Rental Subsidy Agreement must provide that, during the term of the agreement, the owner must give the subgrantee a copy of any notice to the household to vacate the housing unit, or any complaint used to commence an eviction action against the household.

The subgrantee must make timely payments to each owner in accordance with the Rental Subsidy Agreement. The Rental Subsidy Agreement must contain the same payment due date, grace period and late payment penalty requirements as the program participant's lease. The subgrantee is solely responsible for paying late payment penalties that it incurs with its own funds.

7.4.2 Lease

At a minimum, the lease or rent agreement must be between the household and the landlord and must contain the following:

- ✓ Name of tenant
- ✓ Name of landlord
- ✓ Address of rental property
- ✓ Occupancy (who gets to live at the rental)
- ✓ Term of agreement (lease start and end date)
- ✓ Rent rate and date due
- ✓ Deposits (if any and what for/term)
- ✓ Signature of tenant/date
- ✓ Signature of landlord/date

7.4.3 Certification of Payment Obligation

For subgrantees with no federal funding in their contract, a CHG Certification of Payment Obligation form can be used in lieu of a lease for rent subsidies paid to a friend or family member who is not in the business of property management. The CHG Certification of Payment Obligation form must be kept in the client file.

7.5 Targeted Prevention

Subgrantees that provide targeted prevention must prioritize households most likely to become homeless, using the CHG Targeted Prevention Eligibility Screening form or equivalent. The CHG Targeted Prevention Eligibility Screening form must be kept in the client file.

7.6 (Revised March 2016): Rent Limits by Zip Code and Unit Size

Subgrantees must determine and document rent limits for all units for which CHG rental assistance (including arrears) is provided. This requirement applies when households move into new units or stay in the same unit; and must be completed before the subsidy is paid.

Subgrantees must use the King County CHG Rent Limits Checklist and Certification form to document rent limits. This form must be retained in the client file.

Unit rents must not exceed the most current rent limit from the King County CHG Rent Limits by Zip Code and Unit Size. If electricity and heat are not included in the rent, then subtract the utility allowance (based on unit size) from the rent limit as described on the form.

Rent limits are adjusted annually based on HUD Fair Market Rent (FMR) for King County.

7.7 Determining Rent Subsidy Procedure

Subgrantees must have a standardized procedure for determining the amount of rent subsidy for each household, the length of assistance and if there will be any adjustments over time. The procedure should include a consideration of the household's resources and expenses. Although each household may receive a different amount of rent subsidy, the procedure for determining the subsidy must be standardized.

Client files must include documentation of the subsidy amount and the determination process. Rent subsidy should be adjusted when there is a change in household circumstance, income, or need.

8 Appendices

8.1 Appendix A: Required Policies and Procedures

- ✓ Grievance Procedure (section 6.4.4)
- ✓ Termination or Denial of Service Policy (section 6.4.5)
- ✓ Habitability Complaint Procedure (section 6.5.1.2)
- ✓ Determining Rent Subsidy Procedure (section 7.7)

8.2 Appendix B: Client File Checklist and Required Documentation

The following chart summarizes the documentation required in each client file, depending on the type of service provided. Details and specific information for each requirement are explained in the indicated sections. Other documentation may be required based on individual circumstances. Forms indicated as “CHG” are specifically provided by King County and Subgrantee is required to use those forms as listed below. CHG forms may be modified if all content is included.

King County CHG Client File Checklist and Required Forms (Page 1 of 3)											
Documentation (and relevant sections of King County CHG Guidelines)	When	Notes	Over- night Drop In Shelter	Contin- uous Stay Shelter	Interim Hous- ing (Facility)	Rapid Re- Housing (or Rent)	PSH	HEN Rent Assist- ance	Preven- tion Rent Assist- ance	Section	Form Source
Client File Checklist (6.4.1 and Appendix B)	Intake	Each program must develop their own checklist with all required elements as listed on this form.		x	x	x	X	x	x	6.4.1	use own form
HMIS Informed Consent Form (6.3.2)	Intake	Required if HMIS record contains personally identifying information. Not required for DV programs	x	x	x	x	X	x	x	6.3.2	HMIS
CHG Verification of Housing Status - Homeless (4.2; Appendix D)	Intake	including backup documentation as indicated			x	x	X	x (homeless)		4.2	CHG
CHG Verification of Housing Status - At-Risk of Homelessness (4.2, Appendix D)	Intake	Including documentation of no subsequent residence and insufficient resources (and backup documentation as indicated)						x (at risk)	x	4.2	CHG
CHG Targeted Prevention Eligibility Screening (7.5)	Intake							x (at risk)	x	7.5	CHG
CHG Certification of Payment Obligation and Potential Eviction from Friend/Family (Appx D)	Intake (if applicable)	If needed to document eviction. See form: Verification of housing status -at risk.						x (at risk)	x	Appendix E	CHG
CHG Verification of Income Eligibility and CHG Income Eligibility Worksheet (4.4)	Intake	including backup documentation as indicated					X		x	4.4	CHG
CHG Verification of Income Eligibility and CHG Income Eligibility Worksheet (4.4)	at 90 days	including backup documentation as indicated		x (if over 90 days)	x	x		x	x (if over 90 days)	4.4	CHG
Copy of BVS search or DSHS statement documenting TANF enrollment/income (4.4)	Intake (if applicable)	(if client on TANF) Document TANF enrollment at intake (or at beginning of rental subsidy)				x (if TANF)			x (if TANF)	4.4	BVS
CHG Documentation of Third Party Oral Verification OR CHG Self-Declaration (4.2, 4.4, 4.7)	Intake (if applicable)	If needed to document eligibility (as referenced on other forms)		x	x	x	X	x	x	4.2,4.4,4.7	CHG

King County CHG Client File Checklist and Required Forms (Page 2 of 3)

Documentation (and relevant sections of King County CHG Guidelines)	When	Notes	Over- night Drop In Shelter	Contin- uous Stay Shelter	Interim Hous- ing (Facility)	Rapid Re- Housing (or Rent)	PSH	HEN Rent Assist- ance	Preven- tion Rent Assist- ance	Section	Form Source
Copy of BVS search documenting HEN referral/eligibility	Intake (and every subsequent 90 days)							x		4.3	BVS
BVS Client Consent Form (for BVS and eJAS) (6.4.2)	If applicable	Required for any BVS/eJAS search to document income or as otherwise needed and appropriate.		x	x	x	X	x	x	6.4.2	BVS
CHG Verification of Disability (and/or length of time homeless) and backup documentation as indicated (4.7)	Intake	Document length of time homeless in addition to disability if required by your contract to serve chronically homeless					X			4.7	CHG
Documentation of assessment and housing stability planning (6.2)	Intake (and ongoing)			x	x	x	X	x	x	6.2	own form
Income Recertification: CHG Verification of Income Eligibility, backup documentation, and Worksheet (4.5)	every subsequent 90 days	Revisit original income certification and worksheet, update information and obtain current backup documentation.		x	x	x	X	x	N/A	4.5	CHG
CHG Rent Limits Checklist and Certification (7.6)	Beginning of rent subsidy	Rent limits by Neighborhood (or city) and Unit Size				x	X	x	x	7.6	CHG
Documentation of rent subsidy amount and determination process (household rent share/rent subsidy calculation) (7.7)	Beginning of rent subsidy (and ongoing)					x	x (if rent subsidy)	x	x	7.7	own form
Executed Lease (or rent agreement) (7.4.2) OR: (for HEN or if no federal funds) CHG Certification of Payment Obligation from Friend/Family (7.4.3)	Beginning of rent subsidy	Lease required if rent assistance is paid to a landlord (or if there are federal funds in your contract)				x	x (if rent subsidy)	x	x	7.4	lease or CHG
Rental Subsidy Agreement (7.4.1)	Beginning of rent subsidy	An agreement between the subgrantee and the landlord.				x				7.4.1	own form
CHG HSS or HUD HQS Inspection Checklist, including Lead Based Paint Assessment (6.5) OR: (if no federal funds) CHG Landlord Habitability Standard Certification Form (6.5.1)	When moving in to a new unit (or annually for facilities)	Inspection not required if moving in with family or friends (and no federal funds). Refer to guidelines re Lead Based Paint requirements.	Required annually. Does not have to be in client file.			x	X	x	(if moving to a new unit)	6.5	CHG

King County CHG Client File Checklist and Required Forms (Page 3 of 3)

Documentation (and relevant sections of King County CHG Guidelines)	When	Notes	Over- night Drop In Shelter	Contin- uous Stay Shelter	Interim Hous- ing (Facility)	Rapid Re- Housing (or Rent)	PSH	HEN Rent Assist- ance	Preven- tion Rent Assist- ance	Section	Form Source
One proof of ownership , in order of preference: Print-out from County parcel website OR: Documentation of oral verification from county assessor's office OR: CHG For-Profit Certification Form completed by landlord	beginning of rent subsidy	If rent assistance is paid to a landlord (see Appendix C)				x	x (if rent subsidy)		x	Appendix C	various
Print-out from IRS non-profit search (Appx C)	beginning of rent subsidy	If property owner is other than government or individual (Appendix C)				x	x (if rent subsidy)		x	Appendix C	IRS web
CHG Utility-Only Assistance Form (5.3.2)	beginning of subsidy	For utility-only assistance (when no rent assistance provided).						x	x	5.3.2	CHG
Temporary absence information (5.3.1)	Temporary Absence	If applicable (3rd party documentation or oral, or self-certification)				x		x		5.3.1	3rd party preferred

8.3 **(Revised June, 2016) Appendix C: Process for Identifying and Documenting Private, For-profit Landlords**

Required for rent paid for facility support or direct rent assistance. Hotels/motels are assumed to be all “private landlords” and are exempt from the documentation requirement.

1. Obtain a copy of the lease or rental agreement. Including:

- Payee
- Client name (for rent assistance) or Agency name (for facility support)
- Rental unit address
- Amount of monthly rent

2. Note the rental unit address as listed on the lease/rental agreement.

3. Document the name of the property owner by printing the property report from the King County Assessor’s eRealProperty web page:

info.kingcounty.gov/Assessor/eRealProperty/

Click in the box to acknowledge and agree to the terms. This will take you to the next screen:

Type in the property address (or property name) and click “Search” to retrieve a property report:

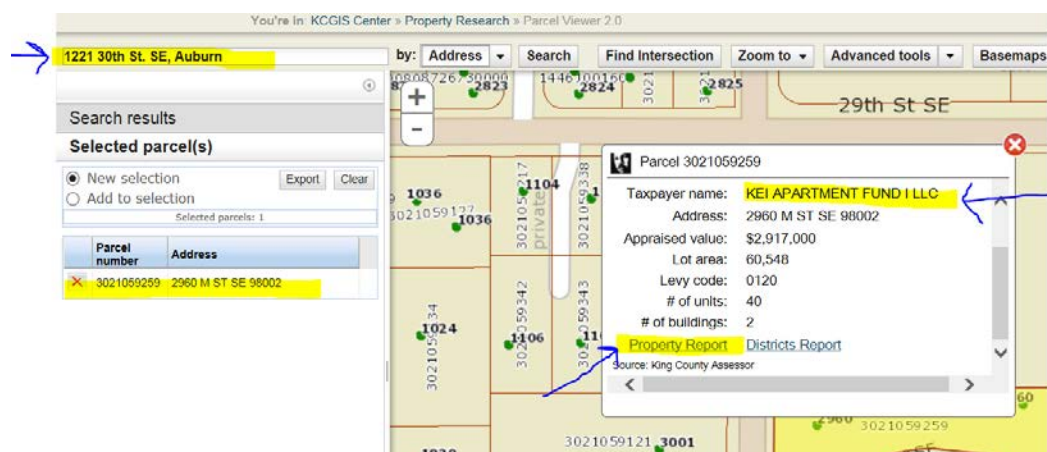
- Note in the “Parcel” section of the property report the exact “Name” of the property owner. (In the example above, the property owner is King County-Property Svcs)
- Print page 1 of the property report for your files. (Right click and select “print”)

Q: What if the property address (from the lease) does not show up on the web search?

A: Sometimes the unit address does not match the parcel address in the County property records. This can happen, for instance, if there is a large apartment building or complex with multiple addresses.

In that case: First confirm the address on the Parcel viewer page. **Then** print the property report from the eRealProperty page:

- Connect to the King County Parcel Viewer: <http://gismaps.kingcounty.gov/parcelviewer2/>
- Click “Start Parcel Viewer”
- In the top left corner type in the property address (or partial address) and click “Search Results”.
- Click on the address from the results.
- Then click on the parcel highlighted in the map.
- This page will show the parcel number, the parcel address, and the taxpayer name. We can assume that the taxpayer name is the property owner.



- Scroll down to the very bottom of the parcel “info box”; click on “property report”; then print page 1 of the property report for your files: (Note the “name” on the property report is the same as the “taxpayer name” on the parcel viewer. Either of those can be considered the name of the property owner.)

- Write a note on the printed property report that “this parcel address was confirmed as a match for (property address on lease) by parcel viewer search on (date) by (your name)”.

4. **Note from the property report the exact name of the property owner.** (Listed as “Name” on the property report)

PARCEL	
Parcel Number	302105-9259
Name	KEI APARTMENT FUND I LLC
Site Address	2960 M ST SE 98002
Legal	POR OF S 1/2 OF NW 1/4 OF SE 1/4 OF NE 1/4 LY NLY OF 50 FT ST LESS STS
BUILDING 1	
Year Built	1982
Building Net Square Footage	32760
Construction Class	WOOD FRAME

5. **Determine property owner type as follows:**

- **Individual owner:** _____ → **For Profit Landlord**
- **Government owner:** “Government owned parcels” are identified in the “Tax Roll History” section of the report: _____ → **Government Landlord**
- **Business owner:**
 - Once every six months you can download the entire Exempt Organizations database here:
 - <https://apps.irs.gov/app/eos/forwardToPub78Download.do>
 - Once you have the database available (it comes in a text file) you can go to your “Edit” button, select “Find,” and type in the name you are searching for. Be sure to enter complete property owner name (including any LLC, LLP, or LP at the end).
 - If you find the name: _____ → **Non-Profit Landlord**
 - If name cannot be found: _____ → **For Profit Landlord**
 - **Print a screen shot of the “cannot find...” search results for the client file.**

6. **Required documentation must be available for King County review upon request:**

- a. Print-out from IRS non-profit search (for each applicable property owner)
- b. Copy of lease/rental agreement (for each household)
- c. Proof of payment
- d. Proof of ownership; one of these items, listed in order of preference:
 - i. Print-out of property report from King County (for each King County property address); or
 - ii. CHG For Profit Certification Form completed by property owner or representative (for property outside of King County)

8.4 Appendix D: Documentation of Housing Status

Homeless				At Risk of Becoming Homeless		
Unsheltered (place not meant for human habitation)	Residing in a Temporary Housing Program (shelter, transitional or motel) paid for by charitable organizations or government programs	Exiting a System of Care, resided 90 days or less, in shelter or unsheltered prior and no housing options	Fleeing Domestic Violence, Dating Violence, Sexual Assault, Stalking, etc.	Losing Housing Within 14 days	Nonpayment of Rent	Nonpayment of Utilities (see program guidelines for eligibility)
<p>Third party verification</p> <p>OR</p> <p>Self-declaration signed and dated by applicant stating where they are residing. <u>Self-declaration of housing status should be used very rarely and only when written third-party verification cannot be obtained.</u></p>	<p>Letter signed and dated from the provider of the temporary housing.</p> <p>OR</p> <p>A telephone call to the provider of temporary housing that is documented, signed, and dated by the case manager making the call</p> <p>OR</p> <p>Current HMIS record from homeless housing program, including dates of stay</p> <p>OR</p> <p>Self-declaration signed and dated by applicant stating where they are residing. <u>Self-declaration of housing status should be used very rarely and only when written third-party verification cannot be obtained.</u></p>	<p>Letter signed and dated by system of care representative. Letter must include:</p> <ol style="list-style-type: none"> Statement verifying current stay of household member(s), and Indicate household member(s) have no available housing option after exiting 	<p>Signed and dated self-declaration by applicant.</p>	<p>Completion of Section 3 – No Subsequent Residence and Insufficient Resources/Support Networks, on the CHG Verification of Eligibility and Recertification Form.</p> <p>AND</p> <p>Letter signed and dated from the provider of the temporary residence (e.g. homeowner, landlord, motel owner/manager). Letter must include:</p> <ol style="list-style-type: none"> Statement verifying the applicant’s current living situation, and Date when the household must vacate the temporary housing <p>OR</p> <p>CHG Certification of Payment Obligation and Potential Eviction from Friend/Family form (if applicable).</p> <p>OR</p> <p>A telephone call to the provider of temporary housing that is documented, signed, and dated by the case manager making the call</p> <p>OR</p> <p>Self-declaration signed and dated by applicant stating where they are residing. <u>Self-declaration of housing status should be used very rarely and only when written third-party verification cannot be obtained.</u></p>	<p>Copy of lease naming household member as lease holder or other written occupancy agreement identifying them as legal tenant of unit.</p> <p>AND</p> <p>“Pay or Vacate” notice or eviction notice</p> <p>AND</p> <p>Completion of Section 4 – No Subsequent Residence and Insufficient Resources/Support Networks, on the CHG Verification of Eligibility and Recertification Form.</p>	<p>Copy of lease naming household member as lease holder or other written occupancy agreement identifying them as legal tenant of unit</p> <p>AND</p> <p>Utility Shutoff Notice that:</p> <ol style="list-style-type: none"> Identifies the household member, and Indicates that utility will be shut off or disconnected if payment not received, and Is signed and dated by utility company representative and/or includes utility company contact information <p>AND</p> <p>A statement from the provider that without CHG assistance, the household will lose their housing and become homeless. Staff must first check that LIHEAP or other utility assistance is not available.</p> <p>AND</p> <p>Completion of Section 3 – No Subsequent Residence and Insufficient Resources/Support Networks, on the CHG Verification of Eligibility and Recertification Form.</p>

8.5 Appendix E: Income Inclusions and Exclusions

Income Inclusions

This table presents CHG income inclusions. The following types of income must be counted when calculating gross income for purposes of determining CHG eligibility.

General Category	Description
1. Income from wages, salaries, tips, etc.	The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
2. Business Income	The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the household.
3. Interest , Dividend Income & Income from Assets	Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in number 2 (above). Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the household. Where the household has net household assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net household assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
4. Retirement & Insurance Income	The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in number 3, Income Exclusions).
5. Unemployment & Disability Income	Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay (except as provided in number 2 of Income Exclusions).

6. Welfare Assistance	<p>Welfare Assistance. Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program (45 CFR 260.31) are included in annual income only to the extent such payments:</p> <ul style="list-style-type: none"> a. Qualify as assistance under the TANF program definition at 45 CFR 260.31; <p>AND</p> <ul style="list-style-type: none"> b. Are not otherwise excluded under the income exclusions below. <p>If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:</p> <ul style="list-style-type: none"> a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; <p>PLUS</p> <ul style="list-style-type: none"> b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.
7. Periodic and Determinable Allowances & Gift Income	Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
8. Armed Forces Income	All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in number 7 of Income Exclusions).
9. Student Financial Aid	The amount of student financial assistance above the costs of tuition, fees, books, and equipment required for classes. Any portion of ETV (Education and Training Voucher) may be counted if its inclusion is not a liability to the youth. (See number 6 of Income Exclusions).

Income Exclusions

This table presents CHG income exclusions. The following types of income are not counted when calculating gross income for purposes of determining CHG eligibility.

General Category	Description
1. Employment of Children	Income from employment of children (including foster children) under the age of 18 years.

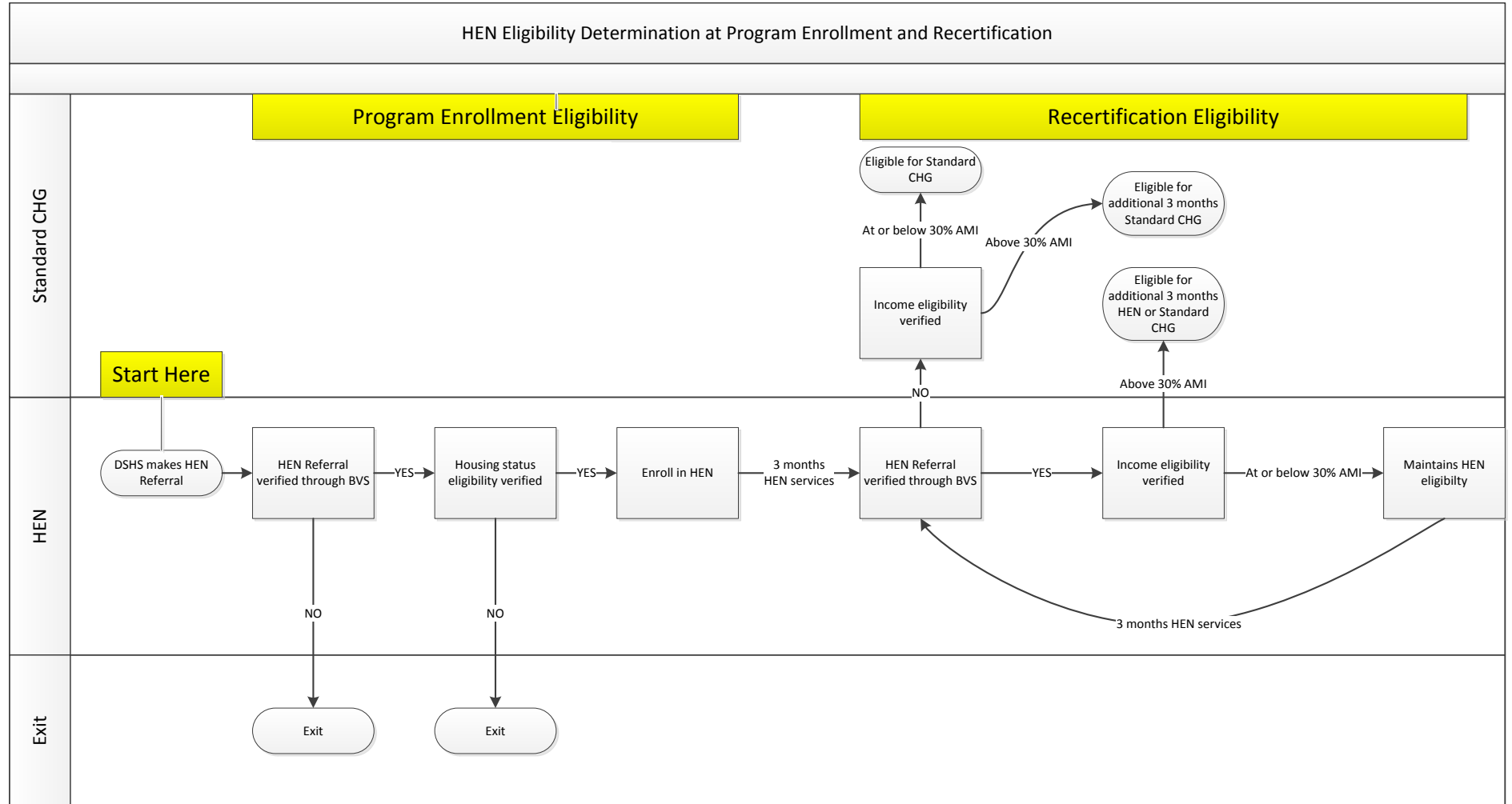
2. Foster Care Payments	Payments received for the care of foster children or adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone).
3. Inheritance and Insurance Income	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in number 5 of Income Inclusions).
4. Medical Expense Reimbursements	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member.
5. Income of Live-in Aides	Income of a live-in aide (as defined in 24 CFR 5.403).
6. Student Financial Aid	The amount of student financial assistance for tuition, fees, books, and equipment required for classes. Any portion of ETV (Education and Training Voucher) that if included would create a liability to the youth. (See number 9 of Income Inclusions.) Student loans.
7. Armed Forces Hostile Fire Pay	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.
8. Self-Sufficiency Program Income	<ul style="list-style-type: none"> a. Amounts received under training programs funded by HUD. b. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS). c. Amounts received by a participant in other publicly assisted programs that are specifically for, or in reimbursement of, out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program. d. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Grantee, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the Grantee's governing board. No resident may receive more than one such stipend during the same period of time. e. Incremental earnings and benefits resulting to any family member from participation in qualifying state or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be

	received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program.
9. Gifts	Temporary, nonrecurring, or sporadic income (including gifts).
10. Reparation Payments	Reparation payments paid by a foreign government pursuant to claims files under the laws of that government by persons who were persecuted during the Nazi era.
11. Adoption Assistance Payments	Adoption assistance payments in excess of \$480 per adopted child;
12. Social Security & SSI Income	Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
13. Refunds & Rebates	Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit.
14. Home Care Assistance	Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.
15. Other Federal Exclusions	<p>Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply:</p> <ul style="list-style-type: none"> a. The value of the allotment made under the Food Stamp Act of 1977 (7 U.S.C. 2017(b)). b. Payments to Volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 5044(f)(1), 5058). c. Certain payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c)). d. Income derived from certain sub marginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e). e. Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42.U.S.C. 8624(f)). f. Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub. L. 94-540, section 6). g. The first \$2,000 of per capita shares received from judgment funds

	<p>awarded by the Indian Claims Commission or the U.S. Claims Court and the interests of individual Indians in trust or restricted lands, including the first \$2,000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 W.S.C. 1407).</p> <p><i>Please note certain per capita shares must be examined to determine whether the proceeds are covered by this provision, such as bingo and gambling proceeds. Although some gaming funds are called “per capita payments”, the National Indian Gaming commission’s General counsel and the Solicitor’s office of the Department of the Interior confirmed that the proceeds of gaming operations regulated by the Commission are not funds that are held in trust by the Secretary for the benefit of an Indian tribe, therefore, they do not qualify as per capita payments within the meaning of the Per Capita Distribution Act.</i></p> <p><i>Also if a tribal member receives the Form 1099-Misc, Miscellaneous Income, from the tribe for reporting Indian gaming profits, this payment does not qualify for this provision. These gaming profits are income that must be included as annual income.</i></p> <ul style="list-style-type: none"> h. Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 (20 U.S.C. 1070), including awards under the Federal work study program or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu). i. Payments received from programs funded under title V of the Older Americans Act of 1965 (42 U.S.C. 3056g). j. Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund (Pub. L. 101-201) or any other fund established pursuant to the settlement in the In Re Agent Orange product liability litigation, M.D.L. No. 381 (E.D.N.Y.). k. Payments received under the Maine Indian Claims Settlement Act of 1980 (25 U.S.C. 1721). l. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C.9858q). m. Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433). n. Allowances, earnings, and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d)). o. Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under
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	<p>the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602(c)).</p> <ul style="list-style-type: none"> p. Allowances, earnings, and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931(a)(2)). q. Any amount received under the Richard B. Russell School Lunch Act (42 U.S.C. 1760€) and the Child Nutrition act of 1966 (42 U.S.C. 1780(b)), including reduced-price lunches and food under the Special supplemental food Program for Women, Infants, and Children (WIC). r. Payments, funds, or distributions authorized, established, or directed by the Seneca Nation Settlement Act of 1990 (25 U.S.C. 1774f(b)). s. Payments from any deferred Department of Veteran Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts as provided by an amendment to the definition of annual income in the U.S. Housing Act of 1937 (42 U.S.C. 1437A) by section 2608 of the Housing and Economic Recovery Act of 2008 (Pub. L. 110-289). t. A lump sum of a periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the case entitled <i>Elouise Cobell et al. v. Ken Salazar et al.</i>, 816 F. Supp. 2d 10 (Oct. 5, 2011 D.D.C.), as provided in the claims Resolution Act of 2010 (Pub. L. 111-291). This exclusion will apply for one year from the time that payment is received. u. Major disaster and emergency assistance received by individuals and families under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. 93-288, as amended). Comparable disaster assistance provided by States, local governments, and disaster assistance organizations. v. Earned income tax credit (EITC) refund payments received on or after January 1, 1991. w. Any allowance paid under the provision of 38 U.S.C. to children of Vietnamese veterans born with spina bifida, children of women Vietnam veterans born with certain defects and children of certain Korean service veterans born with spina bifida. x. Compensation received by or on behalf of a veteran for service-connected disability, death, dependency or indemnity compensation as provided by an amendment by the Indian Veterans Housing Opportunity Act of 2010. y. Any amounts in an individual development account as provided by the Assets for Independence Act. z. Per capita payments made from the proceeds of Indian Tribal Trust Cases as described in the PIH Notice 2013.
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8.6 Appendix F: Overview of HEN Eligibility at Enrollment and Recertification



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Appendix G: Benefits Verification System and eJAS Data Security Requirements

1. **Definitions.** The words and phrases listed below, as used in this Appendix, shall each have the following definitions:
 - a. “Authorized User(s)” means an individual or individuals with an authorized business requirement to access DSHS Confidential Information.
 - b. “Hardened Password” means a string of at least eight characters containing at least one alphabetic character, at least one number and at least one special character such as an asterisk, ampersand or exclamation point.
 - c. “Unique User ID” means a string of characters that identifies a specific user and which, in conjunction with a password, passphrase or other mechanism, authenticates a user to an information system.
 - d. “Contractor” means CHG Ssubgrantees.
2. **Data Transport.** When transporting DSHS Confidential Information electronically, including via email, the Data will be protected by:
 - a. Transporting the Data within the (State Governmental Network) SGN or Contractor’s internal network, or;
 - b. Encrypting any Data that will be in transit outside the SGN or Contractor’s internal network. This includes transit over the public Internet.
3. **Protection of Data.** The Contractor agrees to store Data on one or more of the following media and protect the Data as described:
 - a. **Hard disk drives.** Data stored on local workstation hard disks. Access to the Data will be restricted to Authorized User(s) by requiring logon to the local workstation using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards.
 - b. **Network server disks.** Data stored on hard disks mounted on network servers and made available through shared folders. Access to the Data will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

For DSHS Confidential Information stored on these disks, deleting unneeded Data is sufficient as long as the disks remain in a Secured Area and otherwise meet the requirements listed in the above paragraph. Destruction of the Data as outlined in Section 5. Data Disposition may be deferred until the disks are retired, replaced, or otherwise taken out of the Secured Area.

- c. **Optical discs (CDs or DVDs) in local workstation optical disc drives.** Data provided by DSHS on optical discs which will be used in local workstation optical disc drives and which will not be transported out of a Secured Area. When not in use for

the contracted purpose, such discs must be locked in a drawer, cabinet or other container to which only Authorized Users have the key, combination or mechanism required to access the contents of the container. Workstations which access DSHS Data on optical discs must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

d. **Optical discs (CDs or DVDs) in drives or jukeboxes attached to servers.** Data provided by DSHS on optical discs which will be attached to network servers and which will not be transported out of a Secured Area. Access to Data on these discs will be restricted to Authorized Users through the use of access control lists which will grant access only after the Authorized User has authenticated to the network using a Unique User ID and Hardened Password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on discs attached to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

e. **Paper documents.** Any paper records must be protected by storing the records in a Secured Area which is only accessible to authorized personnel. When not in use, such records must be stored in a locked container, such as a file cabinet, locking drawer, or safe, to which only authorized persons have access.

f. **Remote Access.** Access to and use of the Data over the State Governmental Network (SGN) or Secure Access Washington (SAW) will be controlled by DSHS staff who will issue authentication credentials (e.g. a Unique User ID and Hardened Password) to Authorized Users on Contractor staff. Contractor will notify DSHS staff immediately whenever an Authorized User in possession of such credentials is terminated or otherwise leaves the employ of the Contractor, and whenever an Authorized User's duties change such that the Authorized User no longer requires access to perform work for this Contract

g. **Data storage on portable devices or media.**

(1) Except where otherwise specified herein, DSHS Data shall not be stored by the Contractor on portable devices or media unless specifically authorized within the terms and conditions of the Contract. If so authorized, the Data shall be given the following protections:

- (a) Encrypt the Data with a key length of at least 128 bits
- (b) Control access to devices with a Unique User ID and Hardened Password or stronger authentication method such as a physical token or biometrics.
- (c) Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.

Physically Secure the portable device(s) and/or media by

- (d) Keeping them in locked storage when not in use
- (e) Using check-in/check-out procedures when they are shared, and
- (f) Taking frequent inventories

(2) When being transported outside of a Secured Area, portable devices and

media with DSHS Confidential Information must be under the physical control of Contractor staff with authorization to access the Data.

(3) Portable devices include, but are not limited to; smart phones, tablets, flash memory devices (e.g. USB flash drives, personal media players), portable hard disks, and laptop/notebook/netbook computers if those computers may be transported outside of a Secured Area.

(4) Portable media includes, but is not limited to; optical media (e.g. CDs, DVDs), magnetic media (e.g. floppy disks, tape), or flash media (e.g. CompactFlash, SD, MMC).

h. Data stored for backup purposes.

(1) DSHS data may be stored on portable media as part of a Contractor's existing, documented backup process for business continuity or disaster recovery purposes. Such storage is authorized until such time as that media would be reused during the course of normal backup operations. If backup media is retired while DSHS Confidential Information still exists upon it, such media will be destroyed at that time in accordance with the disposition requirements in Section 5. Data Disposition

(2) DSHS Data may be stored on non-portable media (e.g. Storage Area Network drives, virtual media, etc.) as part of a Contractor's existing, documented backup process for business continuity or disaster recovery purposes. If so, such media will be protected as otherwise described in this exhibit. If this media is retired while DSHS Confidential Information still exists upon it, the data will be destroyed at that time in accordance with the disposition requirements in Section 5. Data Disposition.

4. Data Segregation.

- a. DSHS Data must be segregated or otherwise distinguishable from non-DSHS data. This is to ensure that when no longer needed by the Contractor, all DSHS Data can be identified for return or destruction. It also aids in determining whether DSHS Data has or may have been compromised in the event of a security breach. As such, one or more of the following methods will be used for data segregation.
- b. DSHS Data will be kept on media (e.g. hard disk, optical disc, tape, etc.) which will contain no non-DSHS data. And/or,
- c. DSHS Data will be stored in a logical container on electronic media, such as a partition or folder dedicated to DSHS Data. And/or,
- d. DSHS Data will be stored in a database which will contain no non-DSHS data. And/or,
- e. DSHS Data will be stored within a database and will be distinguishable from non-DSHS data by the value of a specific field or fields within database records.
- f. When stored as physical paper documents, DSHS Data will be physically segregated from non-DSHS data in a drawer, folder, or other container.
- g. When it is not feasible or practical to segregate DSHS Data from non-DSHS data, then both the DSHS Data and the non-DSHS data with which it is commingled

must be protected as described in this exhibit.

- 5. Data Disposition.** When the contracted work has been completed or when no longer needed, except as noted in Section 3. Protection of Data b. Network Server Disks above, Data shall be returned to DSHS or destroyed. Media on which Data may be stored and associated acceptable methods of destruction are as follows:

Data Stored On:	Will be Destroyed By:
Server or workstation hard disks, or Removable media (e.g. floppies, USB flash drives, portable hard disks) excluding optical discs	Using a “wipe” utility which will overwrite the Data at least three (3) times using either random or single character data, or Degaussing sufficiently to ensure that the Data cannot be reconstructed, or Physically destroying the disk
Paper documents with sensitive or Confidential Information	Recycling through a contracted firm provided the contract with the recycler assures that the confidentiality of Data will be protected.
Paper documents containing Confidential Information requiring special handling (e.g. protected health information)	On-site shredding, pulping, or incineration
Optical discs (e.g. CDs or DVDs)	Incineration, shredding, or completely defacing the readable surface with a coarse abrasive
Magnetic tape	Degaussing, incinerating or crosscut shredding

- 6. Notification of Compromise or Potential Compromise.** The compromise or potential compromise of DSHS shared Data must be reported to the Department of Commerce Contact designated in the Grant Agreement within one (1) business day of discovery.

- 7. Data shared with Subcontractors.** If DSHS Data access provided under this Contract is to be shared with a subcontractor, the Contract with the subcontractor must include all of the data security provisions within this Contract and within any amendments, attachments, or exhibits within this Contract.

8.7 Appendix H: Lead Based Paint Visual Assessment Requirements

Childhood lead poisoning is a major environmental health problem in the United States, especially for low-income families in poor living conditions. If not detected early, children with high levels of lead in their bodies can suffer from damage to the brain and nervous system, behavioral and learning problems (such as hyperactivity), slowed growth, hearing problems, and headaches. To prevent lead-poisoning in young children, Subgrantees must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R.

Disclosure Requirements

Disclosure requirements are triggered for ALL properties constructed prior to 1978. These requirements require that lessors (property owners or managers) provide tenants with:

- ✓ Disclosure form for rental properties disclosing the presence of known and unknown lead-based paint;
- ✓ A copy of the “Protect Your Family from Lead in the Home” pamphlet.

Both the disclosure form and pamphlet are available at: <http://www.hud.gov/offices/lead/enforcement/disclosure.cfm>

While this actually relates to property owners/managers, sharing this information with their tenants (or ensuring they have received it) is an easy thing to do. This is an important opportunity to educate households about the potential hazards related to lead and their rights as tenants. Informed tenants are more likely to watch for potential problems in their home and proactively work with landlords to address any issues.

Determining the Age of the Unit

Subgrantees should use formal public records, such as tax assessment records, to establish the age of a unit. These records are typically maintained by the state or county and will include the year built or age of the property. In most areas, these records are available online. If you are uncertain where to find this information, a quick internet search should help you locate the data you need. In the search field, try combining your county name with one of the following phrases:

- ✓ “property tax records”
- ✓ “property tax database”
- ✓ “real property sales”

Remember to print out a copy of the screenshot for the case file. If you have trouble finding this information online, contact your local Office of Tax and Revenue for assistance. If not available online, the information is public and can be requested from the local authorities. (Note, the taxing authority and the assessment entity may be separate governmental entities and office names vary by locality).

Conducting a Visual Assessment

Visual assessments are only triggered under certain circumstances:

- ✓ The leased property was constructed before 1978;

AND

- ✓ A child under the age of six will be living in the unit occupied by the household receiving CHG rent assistance.

A visual assessment must be conducted prior to providing CHG rent assistance to the unit and on an annual basis thereafter (as long as assistance is provided). Visual assessments must be conducted by a HUD-Certified Visual Assessor. It is important to note that a HUD-Certified Visual Assessor is not equivalent to a Certified Clearance Examiner. Anyone may become a HUD-Certified Visual Assessor by successfully completing a 20-minute online training on HUD's website at:

<http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>

The training teaches individuals how to identify deteriorated paint and how deteriorated paint must be treated. Subgrantees may choose to have their program staff complete the visual assessments or they may procure services from a contractor.

If a visual assessment reveals problems with paint surfaces, Subgrantees cannot approve the unit for CHG assistance until the deteriorating paint has been repaired. At this point, Subgrantees must make a decision: work with the property owner/manager to complete needed paint stabilization activities and clearance, work with the household to locate a different (lead-safe) unit, or refer the household to a different program if CHG assistance cannot be provided.

Locating a Certified Lead Professional and Further Training

To locate a certified lead professional in your area:

- ✓ Call your state government (health department, lead poison prevention program, or housing authority).
- ✓ Call the National Lead Information Center at 1-800-424-LEAD (5323).
- ✓ Go to the US Environmental Protection Agency website at <http://cfpub.epa.gov/flpp/> and click on "certified abatement/inspection firms."

Lead based paint training providers can be found

at <http://www.commerce.wa.gov/Programs/services/Paint/Pages/LeadBasedPaintTrainingProviders.aspx>

For more information on the Federal training and certification program for lead professionals, contact the National Lead Information Center (NLIC) at <http://www.epa.gov/lead/pubs/nlic.htm> or 1-800-424-LEAD to speak with an information specialist.

The Lead Safe Housing Rule as well as a HUD training module to help recipients of funds effectively implement the requirements of the Lead Safe Housing Rule in their programs can be accessed

at http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/enforcement/lshr

8.8 (Revised June, 2016) Appendix I: Rent Limits by Zip Code and Unit Size

Rent Limits by Zip Code --King County ESG and CHG: Look for unit zip code below to determine the tier; then look at the bottom table for that unit size in that tier to find the rent limit for King County ESG or CHG funding for that unit.

Zip	Area	Tier	Zip	Area	Tier	Zip	Area	Tier
98001	Auburn	1	98042	Kent	1	98107	Ballard	5
98002	Auburn	1	98045	North Bend	2	98108	Beacon/Georgetown	5
98003	Federal Way	1	98047	Pacific	1	98109	S. Lake Union	5
98004	Bellevue	5	98050	Preston	2	98110	Bainbridge	5
98005	Bellevue	5	98051	Ravensdale	2	98112	Madison Park	5
98006	Bellevue	5	98052	Redmond	4	98115	Wedgewood	5
98007	Bellevue	5	98053	Redmond	4	98116	W. Seattle	5
98008	Bellevue	5	98055	Renton	3	98117	Crown Hill	5
98009	Bellevue	5	98056	Renton	3	98118	Columbia City	5
98010	Black Diamond	1	98057	Renton	3	98119	Interbay	5
98011	Bothell	4	98058	Renton	3	98121	Bellevue	5
98013	Burton	1	98059	Renton	3	98122	East Union	5
98014	Carnation	2	98062	Seahurst	2	98125	Northgate	5
98015	Bellevue	5	98063	Federal Way	1	98126	Westwood Village	5
98019	Duvall	2	98064	Kent	1	98133	Shoreline/Bitter Lk	3
98022	Enumclaw	1	98065	Snoqualmie	4	98134	University	5
98023	Federal Way	1	98070	Vashon	1	98136	Westwood	5
98024	Fall City	2	98071	Auburn	1	98144	First Hill/Mt Baker	5
98025	Hobart	2	98072	Woodinville	4	98146	White Center	2
98027	Issaquah	4	98073	Redmond	4	98148	Normandy Park	2
98028	Kenmore	4	98074	Sammamish	4	98155	Shoreline	3
98029	Issaquah	4	98075	Sammamish	4	98164	Downtown	5
98030	Kent	1	98077	Woodinville	4	98166	Burien	2
98031	Kent	1	98083	Kirkland	5	98168	Tukwila	2
98032	Kent	1	98089	Kent	1	98177	Richmond Beach	3
98033	Kirkland	5	98092	Auburn	1	98178	Skyway	2
98034	Kirkland	5	98093	Federal Way	1	98188	Tukwila	2
98035	Kent	1	98101	Downtown	5	98198	Des Moines	1
98038	Maple Valley	2	98102	Capitol Hill	5	98199	Magnolia	5
98039	Medina	5	98103	Greenlake/Fremont	5	98224	Baring	1
98040	Mercer Island	5	98104	ID/Pioneer Square	5	98288	Skykomish	1
98041	Bothell	4	98105	U. Dist./Laurelhurst	5		Pierce County	2
			98106	Delridge	5		Snohomish County	3

Rent Limits by Tier and Fund Source								
FUND	Tier	Studio	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
ESG	1	798	933	1,008	1,342	1,658	1,874	2,090
CHG	1	1,049	1,225	1,523	2,220	2,553	2,936	3,376
ESG	2	885	952	1,139	1,530	1,875	2,119	2,364
CHG	2	1,049	1,225	1,523	2,220	2,553	2,936	3,376
ESG	3	963	1,107	1,214	1,692	2,061	2,330	2,599
CHG	3	1,049	1,225	1,523	2,220	2,553	2,936	3,376
ESG	4	1,049	1,225	1,523	2,015	2,432	2,749	3,067
CHG	4	1,049	1,225	1,523	2,220	2,553	2,936	3,376
ESG	5	1,049	1,225	1,523	2,220	2,553	2,936	3,376
CHG	5	1,259	1,470	1,828	2,664	3,064	3,523	4,052

NOTES: ESG rent limits are based on Dupree-Scott apartment vacancy report March, 2016, up to a maximum of HUD Fair Market Rent for Seattle-Bellevue. Above rents include electricity and heat. Limits for 4,5 and 6 BR units are estimated 15% increase per BR.

Rent Limits by Zip Code (Alternate Sort):

Zip	Neighborhood	Tier
98001	Auburn	1
98002	Auburn	1
98071	Auburn	1
98092	Auburn	1
98110	Bainbridge	5
98107	Ballard	5
98224	Baring	1
98108	Beacon Hill	5
98004	Bellevue	5
98005	Bellevue	5
98006	Bellevue	5
98007	Bellevue	5
98008	Bellevue	5
98009	Bellevue	5
98015	Bellevue	5
98121	Belltown	5
98133	Bitter Lake	3
98010	Black Diamond	1
98011	Bothell	4
98041	Bothell	4
98166	Burien	2
98146	Burien	2
98013	Burton	1
98102	Capitol Hill	5
98014	Carnation	2
98118	Columbia City	5
98117	Crown Hill	5
98106	Delridge	5
98198	Des Moines	1
98101	Downtown	5
98164	Downtown	5
98019	Duvall	2
98122	East Union	5
98022	Enumclaw	1
98024	Fall City	2

Zip	Neighborhood	Tier
98003	Federal Way	1
98023	Federal Way	1
98063	Federal Way	1
98093	Federal Way	1
98144	First Hill	5
98103	Fremont	5
98108	Georgetown	5
98251	Gold Bar	1
98103	Greenlake	5
98025	Hobart	2
98104	International District	5
98119	Interbay	5
98027	Issaquah	4
98029	Issaquah	4
98028	Kenmore	4
98030	Kent	1
98031	Kent	1
98032	Kent	1
98035	Kent	1
98042	Kent	1
98064	Kent	1
98089	Kent	1
98033	Kirkland	5
98034	Kirkland	5
98083	Kirkland	5
98105	Laurelhurst	5
98112	Madison Park	5
98199	Magnolia	5
98038	Maple Valley	2
98039	Medina	5
98040	Mercer Island	5
98354	Milton	1
98144	Mt. Baker	5
98148	Normandy Park	2
98045	North Bend	2

Zip	Neighborhood	Tier
98125	Northgate	5
98047	Pacific	1
98104	Pioneer Square	5
98050	Preston	2
98051	Ravensdale	2
98052	Redmond	4
98053	Redmond	4
98073	Redmond	4
98055	Renton	3
98056	Renton	3
98057	Renton	3
98058	Renton	3
98059	Renton	3
98177	Richmond Beach	3
98109	S. Lake Union	5
98074	Sammamish	4
98075	Sammamish	4
98062	Seahurst	2
98155	Shoreline	3
98133	Shoreline	3
98288	Skykomish	1
98178	Skyway	2
98065	Snoqualmie	4
98168	Tukwila	2
98188	Tukwila	2
98105	U. District	5
98134	University	5
98070	Vashon	1
98116	W. Seattle	5
98115	Wedgewood	5
98136	Westwood	5
98126	Westwood Village	5
98146	White Center	2
98072	Woodinville	4
98077	Woodinville	4